

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 5/11)

CALIFORNIA ENERGY COMMISSION



☐ New Contract - - ☒ Amendment to Existing Contract: 400-09-016 Amendment Number: 1

| Division | Contract Manager: | MS- | Phone | CM Training Date |
|--|-------------------|-----|--------------|------------------|
| 400 Efficiency Renewable Energy Division | Adrian Ownby | 37 | 916-651-3008 | 11/7/07 |

| Contractor's Legal Name | Federal ID Number |
|-------------------------|-------------------|
| CRHMFA Homebuyers Fund | 68-0322272 |

| Title of Project |
|--|
| Moderate Income Sustainable Technology Program |

| Term | Start Date | End Date | Amount |
|-----------------------|--------------|--------------|---------------|
| New/Original Contract | 05 / 10 / 10 | 03 / 31 / 12 | \$ 16,500,001 |

Line up the Amendment information as best as possible in the following boxes

| Amendment # | End Date (mm/dd/yy) | Amount |
|-------------|---------------------|-------------|
| 1 | 03/31/12 | \$6,000,000 |

| Business Meeting Information | | | |
|--------------------------------|--------------|----------------------------------|--|
| Proposed Business Meeting Date | 8/24/11 | <input type="checkbox"/> Consent | <input checked="" type="checkbox"/> Discussion |
| Business Meeting Presenter | Adrian Ownby | Time Needed: | 15 minutes |

Agenda Item Subject and Description
 CRHMFA Homebuyers Fund (CHF): Possible approval of Amendment 1 to contract #400-09-016 with CHF to add \$6 million in funding to the contract and make budget adjustments to further implement CHF's Moderate Income Sustainable Technology (MIST) Program. Of the \$6 million in funding, \$3.5 million is available immediately and \$2.5 million is contingent upon funding availability and program performance. This American Recovery and Reinvestment Act (ARRA) Residential State Energy Program contract provides grants and low interest whole home energy

Business Meeting approval is not required for the following types of contracts: Executive Director's signature is required in all cases.

- ☐ Contracts less than \$10k (Policy Committee's signature is also required)
- ☐ Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
- ☐ Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable

Budget reallocations as attached. Budget augmentation as attached. Revised scope of work as attached.

California Environmental Quality Act (CEQA) Compliance

- Is Contract considered a "Project" under CEQA?

☐ Yes: skip to question 2 ☒ No: complete the following (PRC 21065 and 14 CCR 15378):

Explain why contract is not considered a "Project":

Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because program provides financing for retrofits of existing buildings.
- If contract is considered a "Project" under CEQA:

☐ a) Contract **IS** exempt. (Draft NOE required)

☐ Statutory Exemption. List PRC and/or CCR section number: _____

☐ Categorical Exemption. List CCR section number: _____

☐ Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why contract is exempt under the above section: _____

☐ b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 5/11)

CALIFORNIA ENERGY COMMISSION



| Budgets Information | | | | | | | |
|------------------------|-------------|--------------------|-------------|------------|-----------------------------------|-------|-----------------|
| Contract Amount Funded | | Breakdown by FY | | | Funding Sources | | |
| Funding Source | Amount | FY | Amount | Approved ? | Funding Source | FY | Budget List No. |
| ARFVTF | \$ | | \$ | No | Funding Source | | |
| ECAA | \$ | | \$ | No | Funding Source | | |
| State- ERPA | \$ | | \$ | No | Funding Source | | |
| Federal | \$16,500,00 | 09-10 | \$16,500,00 | Yes | Federal | 09-10 | 901.003I |
| PIER - E | \$ | | \$ | No | Funding Source | | |
| PIER - NG | \$ | | \$ | No | Funding Source | | |
| Reimbursement | \$ | | \$ | No | Funding Source | | |
| RRTF | \$ | | \$ | No | Funding Source | | |
| Other: | \$ | | \$ | No | Other: | | |
| TOTAL: \$16,500,00 | | TOTAL: \$16,500,00 | | | TOTAL: \$16,500,00 | | |
| Reimbursement | | | | | Federal Agreement #: JE-EE0000221 | | |

| Contractor's Administrator/ Officer | | Contractor's Project Manager | |
|-------------------------------------|-----------------------------|------------------------------|-----------------------------|
| Name: | Karl Dolk | Name: | Mark Lowder |
| Address: | 1215 K Street, Suite 1650 | Address: | 1215 K Street, Suite 1650 |
| City, State, Zip: | Sacramento, CA 95814 | City, State, Zip: | Sacramento, CA 95814 |
| Phone/ Fax: | 916-447-4806 / 916-447-2624 | Phone/ Fax: | 916-447-4806 / 916-448-3154 |
| E-Mail: | kdolk@rcrcnet.org | E-Mail: | mlowder@rcrcnet.org |

| Contractor Is |
|--|
| <input type="checkbox"/> Private Company (including non-profits) |
| <input type="checkbox"/> CA State Agency (including UC and CSU) |
| <input checked="" type="checkbox"/> Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state) |

| Selection Process Used |
|---|
| <input checked="" type="checkbox"/> Solicitation RFP Solicitation #: 400-09-403 # of Bids: 17 Low Bid? <input type="checkbox"/> No <input type="checkbox"/> Yes |
| <input type="checkbox"/> Non Competitive Bid (Attach CEC 96) |
| <input checked="" type="checkbox"/> Exempt Amendment to competitively bid contract |

| Civil Service Considerations |
|---|
| <input type="checkbox"/> Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship) |
| <input type="checkbox"/> Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER) |
| <input checked="" type="checkbox"/> The Services Contracted: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> are not available within civil service <input checked="" type="checkbox"/> cannot be performed satisfactorily by civil service employees <input type="checkbox"/> are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system. |
| <input type="checkbox"/> The Services are of such an: <ul style="list-style-type: none"> <input type="checkbox"/> urgent <input type="checkbox"/> temporary, or <input type="checkbox"/> occasional nature that the delay to implement under civil service would frustrate their very purpose. |
| Justification: |

| Payment Method |
|---|
| <input checked="" type="checkbox"/> A. Reimbursement in arrears based on: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Itemized Monthly <input type="checkbox"/> Itemized Quarterly <input type="checkbox"/> Flat Rate <input type="checkbox"/> One-time |
| <input checked="" type="checkbox"/> B. Advanced Payment |
| <input type="checkbox"/> C. Other, explain: |

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 5/11)

CALIFORNIA ENERGY COMMISSION

**Retention**

1. Is contract subject to retention? ☐ No ☒ Yes
 If Yes, Do you plan to release retention prior to contract termination? ☒ No ☐ Yes

Justification of Rates

Previously approved with contract

Disabled Veteran Business Enterprise Program (DVBE)

1. ☒ Not Applicable
 2. ☐ Meets DVBE Requirements DVBE Amount:\$ _____ DVBE %: _____
 ☐ Contractor is Certified DVBE
 ☐ Contractor is Subcontracting with a DVBE: _____
 3. ☐ Contractor selected through CMAS or MSA with no DVBE participation.
 4. ☐ Requesting DVBE Exemption (attach CEC 95)

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?

- ☒ No ☐ Yes
 If yes, check appropriate box: ☐ SB ☐ MB ☐ DVBE

Is Contractor subcontracting any services?

- ☒ No ☐ Yes
 If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:
 _____ ☐ No ☐ SB ☐ MB ☐ DVBE
 _____ ☐ No ☐ SB ☐ MB ☐ DVBE
 _____ ☐ No ☐ SB ☐ MB ☐ DVBE

Miscellaneous Contract Information

1. Will there be Work Authorizations? ☒ No ☐ Yes
 2. Is the Contractor providing confidential information? ☒ No ☐ Yes
 3. Is the contractor going to purchase equipment? ☒ No ☐ Yes
 4. Check frequency of progress reports
 ☒ Monthly ☐ Quarterly ☐ Other... _____
 5. Will a final report be required? ☐ No ☒ Yes
 6. Is the contract, with amendments, longer than a year? If yes, why? ☐ No ☒ Yes
 Contract is an ARRA contract to create a revolving loan fund.

The following items should be attached to this CRF

- | | | |
|---|---|--|
| 1. Scope of Work, Attach as Exhibit A. | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 2. Budget Detail, Attach as Exhibit B. | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 3. CEC 96, NCB Request | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 4. CEC 30, Survey of Prior Work | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 5. CEC 95, DVBE Exemption Request | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 6. Draft CEQA Notice of Exemption (NOE) | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 7. Resumes | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 8. CEC 105, Questionnaire for Identifying Conflicts | | <input checked="" type="checkbox"/> Attached |
| 9. CEC 106, IT Component Reporting Form | | <input checked="" type="checkbox"/> Attached |

Contract Manager

Date

Office Manager

Date

Deputy Director

Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting.
 See Business Meeting Information Section.

Presiding Policy Committee

Date

Associate Policy Committee

Date

Executive Director

Date